SCAAC Meeting Minutes
(School Curriculum, Assessment, and Accountability Council)

October 14, 1998
State Board Room

SCAAC Agenda

#	Agenda Items	Presenters
1.	**Meeting Business**	**Anne Keene**
2.	**CATS Validation Plan**	**Sue Rigney**
3.	**Scholastic Audit Subcommittee Report**	**Roger Pankratz**
4.	**District Accountability Subcommittee Report**	**Benny Lile**
5.	**Student Accountability Subcommittee Report**	**Maxine Johnson**
6.	**School Report Card Subcommittee Report**	**Bob Sexton**
7.	**Kentucky Component of CATS**	**Sue Rigney**
Adjournment		

SCAAC Meeting Minutes
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Copies of audiotapes of the meeting are available upon request.
Chairperson Anne Keene called the meeting to order. Jon Frederick called the roll.

Members Present:

Jamie Bowling	Benny Lile	Linda Sheffield
Suzanne Guyer	Gary Mielcarek	John Stephens
Anne Keene	Roger Pankratz	Maynard Thomas
Maxie Johnson	Bob Sexton	Sharon Whitworth

1.   Meeting Business   Anne Keene

A quorum was present. The Chair commended the Council for the excellent attendance and asked the Council members to review their draft minutes from September 17th and 18th. Corrections and revisions were made.

SCAAC Motion:
Jamie Bowling moved that the minutes for September 17th be approved as corrected; the motion was seconded by Suzanne Guyer. Motion carried.

The Council reviewed the minutes from September 18th for corrections and revisions. Chair requested that a running total of hours of Council meetings be kept.

SCAAC Motion:
Suzanne Guyer moved that the minutes from September 18th be approved as corrected. Linda Sheffield seconded the motion and the motion carried.

KBE Overview:
Chairperson Anne Keene gave an overview of the Kentucky Board of Education's decisions at their last meeting. Kentucky Board of Education approved the testing sequence of grades tested and content areas tested; the Board also approved spring testing, and action to reduce time spent on developing writing portfolios and scoring time. The Board also decided to include Norm Reference Tests in the accountability index. Anne noted that the Council may need to consider this inclusion, specifically what percentage of the accountability index the NRT should be weighted. Roger Pankratz asked Anne to clarify what Board's rationale was for the inclusion of NRT in accountability. Anne noted that Board looked at the call for multiple measures as one consideration in their decision. As to the scholastic audit issues, the Board did take the Council's recommendation that schools in most need be targeted for assistance as quickly as possible. Gordon Newton added that the Board had shown a desire to keep the Highly Skilled Educators ration at 1:1 and to look at the schools in the bottom 5% as those in most dire need. Anne Keene noted that Dr. Catterall had a conference call with

the Board during the meeting and that the Board had asked him to deal with some proposed accountability models. The Board also asked for a closer look at the interim period accountability issues.

Maynard Thomas asked if the Board had dealt with the school report card issues. While the Board took no action, they did ask for further work on the plan which would make it more user-friendly and more simple.

TOTAL MEETING TIME: 7 hours and 30 minutes

2. CATS Validation Plan   Sue Rigney

Sue Rigney reported on the CATS Validation Plan. Sue handed out a copy of the draft plan which described the activities scheduled for CATS validation. These include Board reports and reports to the legislative oversight committee. Studies will be released as narrative text with supporting documentation attached. Sue asked the Council to share any ideas they might have on the proposed plan. Sue Rigney noted that some of the critical issues in the plan would deal with validity of school classifications using the assessment data. Roger Pankratz asked Sue Rigney how the process would work to demonstrate the reliability of the 1999 assessment. Sue noted that teachers would look at the spring test and evaluate how well it measured what the test blueprint said should be tested. For the future CATS assessment, test blueprint activity will go forward in March to build the next assessment. Sue clarified that the blueprint that was recently developed was the blueprint for this spring's assessment but that there would be further, more specific blueprinting for future assessments.

Bob Sexton asked a question about the Validation Plan's language as it mentions the name of the assessment. The point was clarified. Suzanne Guyer asked if there would be some way for teachers to have a way to comment specifically on the test items. Sue said that there would need to be such questionnaires but that the process would need to be broader and more complex in gathering information or input from all sources. Sue Rigney asked if the Council felt it needed a subcommittee or at least to have a Council member to attend the meeting to discuss components of the plan as it moves forward in its development.

Chairperson Anne Keene announced a work session that KBE will be having on accountability models and issues on November 12th. Deputy Commissioner Gene Wilhoit addressed the Council on this special working session and listed some of the discussion points: rewards, accountability models, and sanctions. Deputy Wilhoit noted further that the meeting was an open discussion/problem-solving session. He invited Council members who might be available to participate in the process with the Board.

Anne Keene announced that released annotated items from the past year's tests had been sent to school districts and she would like for all Council members to have these released annotated items.

The Chair called a morning recess. Following that announcement, the Council recessed.

Chairperson Anne Keene reconvened the Council. It was noted for the record that Council member Bob Young was now present.

3. Scholastic Audit Subcommittee Report   Roger Pankratz

The Chair asked for reports from subcommittees. Roger Pankratz announced that the Scholastic Audit Subcommittee would be planning to meet but had no report at this time.

4. District Accountability Subcommittee Report   Benny Lile

Benny Lile reported on the District Accountability Subcommittee and noted that an email had gone out and he would be glad to add anyone to the subcommittee who would like to be added. There was no formal report at this time.

5. Student Accountability Subcommittee Report   Maxine Johnson

Maxie Johnson reported on the Student Accountability Subcommittee. She noted that the Subcommittee had no new report but that discussion was going forward. Associate Commissioner in the Office of Assessment and Accountability, Dr. Cheryl King reported on plans to invite some consultants in to Kentucky to meet with groups on accountability issues. The session would be a one day session on student accountability on November 9th. The 9th would be a work session for the Council with opportunity to speak with a panel of 2-3 consultants. Some of the issues include definitions for student accountability.

6. School Report Card Subcommittee Report   Bob Sexton

The Council turned its attention to School Report issues and Chairperson Anne Keene read portions of House Bill 53 relative to the school report card. To date, the Council has seen some models of report cards from other states as well as some of the work from KDE staff on the design or designs of school report card. Bob Sexton reported on the School Report Card Subcommittee's work. Bob asked for a timeline on when the Kentucky Board of Education would want recommendations. Gene Wilhoit said that the earliest the Board could hear this would be in December. Bob asked if the goal was to work out the specifics at today's Council meeting so that the department could move

ahead with having something in place for the 1998-1999 school year. Bob Sexton asked if the Council could set the goal to have recommendations complete today.

Bob Sexton began the Subcommittee's report. Bob gave some background; the department Staff has done several versions or models since Dr. Cody has convened an ad hoc committee in November 1997. After that, House Bill 53 mandated the development of a school report card. Since that time, the Board has reviewed some models and asked for a more simple and more user-friendly version of the report card. Bob noted that the Subcommittee had reviewed documents including some on focus groups in Georgia where it was determined that parents wanted concise, informative, simple, one page document-noting that parents would not read long, complicated documents, and parents also wanted all state assessment results included on the report with some interpretation of what the data meant since the level of understanding of the reports needed to be a key consideration.

Bob Sexton assisted by the department staff person Laura Graham reported that the Subcommittee looked at a tiered report card:

Report Card 3 Versions/levels
   1. One page to all parents
   2. A level 2 segment
   3. A level 3 segment

Bob and Laura handed out a draft document for all Council members to use as he lead them through the Subcommittee's draft.

After going through the draft document with Subcommittee members and also adding remarks to Bob's report, the Council had a complete working document for further discussion. It was noted that some information which was removed from the past models to simplify the document could be noted on the report card as to where that specific information is available in the school. This process would allow for a shorter, more comprehensible report for parents, but provide the source for other information not included on the report card itself. Roger Pankratz asked if the report card would be printed on a standard size sheet of paper? The answer is that yes, it would be. Deputy Commissioner noted that the state did not want to unnecessarily burden districts to collect data; he suggested that there may be some electronic mechanism by which the state could transmit data it collected to districts/schools and the district schools could make the determination as to what data would be used.

Laura Graham noted that the Council did not have the report card glossary in front of it now, but that the Subcommittee had seen it and worked with it in its discussions. Past models did have the glossary and it seemed that the glossary was not desirable at that this time. Discussion followed.

Linda Sheffield asked if the Council wanted to discuss some way to report trend or some other longitudinal data. In the interest in brevity it might be desirable to limit that

due to the space a number of years of past scores would consume.

SCAAC Motion:
Bob Sexton moved that the Council create a three-tiered process for the school report card. Linda Sheffield seconded the motion. She asked if the three tiers were the ones Bob had just presented. Three tiers would be:

1. One page sent to all parents;
2. 2-4 pages available upon request; and
3. all other data to the website or other options.

The question was called and the Council voted on the motion. The motion carried without opposition.

A question was raised on the lag time for non-cognitive data and how that is communicated. There could be some problem in denoting what year the data reflects and how clear that indicator might be. Caution should be taken.

SCAAC Motion:
Bob Sexton moved that the priority items marked in the draft be included in the first tier report card. Sharon Whitworth seconded the motion. Discussion followed. In the discussion was the issue of school safety which seems to be a large concern of many parents and teachers. Other issues include discipline issues such definitions as for assault and what constitutes a disciplinary action. There was discussion of ways to include some of this information in grid form. Roger Pankratz expressed his opinion that unless data reported has some meaning and can be understood, then it doesn't seem worth the effort to report it.

SCAAC Motion Amendment:
Bob Sexton amended his motion to exclude all categories on page 5 of the working document. Gary Mielcarek seconded the motion.

SCAAC Discussion/Question:
Also discussed was the concern over the inclusion of volunteer data on page 6 of the document. Discussion followed as to whether this data can be collected in a consistent way and reflect quality volunteer programs. The feasibility question was raised. Some Council member expressed a desire to keep the volunteer element since it encourages schools to develop programs where they don't exist even though it is recognized that not all schools have volunteer coordinators.

The Chair called lunch break. Chairperson Anne Keene reconvened the Council.

Chairperson Anne Keene asked for further discussion on the volunteer involvement issue which was under discussion before the lunch recess.

Council member Sharon Whitworth expressed her desire to see the volunteer component retained on the report card. She said she would not object if that data were reported with other material if the objection was one of where the component appeared on the report. Discussion followed on the percentages and district number of people voting in SBDM elections. How easy would it be to gather the numbers of parents, guardians, or step-parents eligible to vote within a district or school.

Suzanne Guyer suggested that a number instead of percentages might be more feasible under the component of school council members; percentages on parent conferences would remain.

SCAAC Motion:
Bob Sexton amended his motion to conform to the changes discussed. Sharon Whitworth seconded the motion. Discussion followed. Motion includes Narrative, Our Students with number of students by grade and total number in school testing data, ACT, student non-academic achievement, school learning environment with changes from discussion reflected.

SCAAC Discussion:
Bob Young asked the Council to look again at community involvement and volunteer programs so to be sure that athletics not be left out of the data reported; perhaps, this area could be covered somewhere on the report. Bob Sexton asked Bob Young if his intention was to divide the academic from non-academic components. Bob Young clarified that his intention was that all involvement should be given regardless of the kind of involvement. The Council discussed where the descriptive material could go on the report card which reflect various kinds of involvement. Sue Rigney suggested a page which would say that schools reported and collected data which is reported but which does support school to school comparisons. Suzanne Guyer suggested that all volunteer work needed to be valued whether it were academic or non-academic and perhaps the answer is to list and categorize the various areas by adding a box on the report card which distinguished between kinds of involvement or volunteer work. To make the space the heading "Our Student" could be eliminated in favor of the additional information.

SCAAC Motion:
The Council voted on Bob Sexton's amended motion. The motion passed.

SCAAC Discussion:
Roger Pankratz asked if there had been any focus groups conducted in the state to ask what parents really want and need in the report cards. Do high school students' parents want something completely different from what middle school parents or elementary school parents want. Roger gave as an example of the school safety questions which Council seems to feel is a major concern; is this really the case?

Anne Keene asked Robyn Oatley to comment on any feedback from parents which might be helpful. Robyn reported that what she had gotten in feedback was very much similar to what the Council has discussed. She noted that parents did want the report card to be simple, easy to use, and informative.

Benny Lile asked if there would be a statewide template for the tier 1 report card; the answer was yes, this is the desire. Schools would have room to add to the requirements as they wished. The question was asked as to whether there would there also be a template for the district summary, and one for the web page or other electronic mechanism? This might be a possibility.

SCAAC Motion:
Bob Sexton moved that a standard template be adopted for tier 1. Maynard Thomas seconded the motion. Suzanne Guyer expressed her concern that using a required template might stifle school creativity. It was also decided that there would be space for schools to add information of their own choice. Discussion followed. The motion carried without opposition.

SCAAC Discussion/Questions:
Chairperson Anne Keene focused the Council's attention on other questions on school report card issues.

Question: How to assure appropriate and accurate data collection? What resources are necessary to collect data?

SCAAC Motion:
Bob Sexton moved that the state provide all data for the Tier 1 in the template format except for those sections to be complete by the school. Benny Lile seconded the motion. Motion carried without opposition.

Bob Sexton moved that department staff provide the Council with a template for all report cards by the November 10th Council meeting. Jamie Bowling seconded the motion. Discussion followed. The motion carried without opposition.

SCAAC Discussion/Motion/Motion Withdrawn:
Bob Sexton asked Anne Keene if school safety were to be included in the model the staff would be drawing up. The school safety issue is a difficult and complex one. Bob Sexton moved that a special committee be appointed to discuss the school safety

issues. Bob withdrew his motion. Kyna Koch (KDE staff) was asked if she could share the safe schools data with the Council. Kyna Koch agreed to furnish the information with the Council. Chairperson Anne Keene suggested that she and staff would sit down before the next meeting and discuss the school safety issues. Anne also asked if the Council wanted to include both school safety and student violations as part of the report card process. Maxie Johnson suggested that more detailed information could be found in the school office depending on the kinds of records kept, for example she has a clerk who tallies the number and kinds of discipline infractions and referrals on a daily basis. If schools have data available, it should be made available. Kyna Koch returned with the document requested and passed it out.

SCAAC Motion/Discussion:
Benny Lile moved to include in the form of a grid the information in the school safety inventory under the headings of "School Security Measures," "Service/Activity" and "Violence Prevention Programming." Bob Sexton seconded the motion. Discussion of the headings followed. Suzanne Guyer suggested that there needed to be distinction drawn between violence and school safety. Kyna Koch noted that the data were only collected at the district level and not at the school level. Council felt that schools could provide the data necessary. John Stephens suggested that items number 5-6 under "School Security Measures" be deleted. John feels that keeping using metal detector sweeps is negative. Maxie Johnson suggested that the final three items be combined as "procedures in place for drug and weapon detection." The words *Violence Prevention* will be added in the heading "Service/Activity" so that it will read "Violence Prevention Service/Activity." Discussion of the sub-points under "Violence Prevention Service/Activity" resulted in removal of letter h "After school or before school programs."

John Stephens moved to amend Benny Lile's motion to include all revision discussed by the Council. Jamie Bowling seconded the amendment. Clarification was asked as to whether or not the motion affects Tier 1 or Tier 2 or if it is a matter of and/or wording.

Chairperson Anne Keene called a brief recess, after which the Council will vote on the motion as amended.

SCAAC Motion Amended:
As amended the motion reads: the form will include a grid format similar to the one provided on the "School Safety Data Collection by District" document provided by Kyna Koch with the exception of the following: strike items 4, 5 and 6 under the heading "School Security Measures" and replace them with one item which will read "Procedures in place for drug and weapon detection;" add the words so that the final heading would read "Violence Prevention Service/Activity" and strike the sub point "h" from that heading. This motion is for Tier 2.

Sharon Whitworth expressed her desire to see this same information be included for Tier 1 as well. John agreed to amend his motion to include putting the same material at Tier 1 if there is room on the form. Sharon Whitworth seconded the amended motion. Motion passed as amended.

Maynard Thomas moved that information be included at Tier 2 dealing with student suspensions and expulsions from page 5 of the model report card provided by the Report Card Subcommittee. The motion includes that when parents request this kind of information that they be provided with a handbook which explains the school's policies on the issues. Motion seconded by Sharon Whitworth.

Discussion followed. Bob Young asked what part of the School Report Card had to go to the newspaper with the largest distribution in the district for publication. Anne Keene clarified that would be a summary of the district. Motion carried without opposition.

Copies of "Designing and Developing Effective School Report Cards: A Research Synthesis" were distributed for the Council's information. The document came from the Center for Educational Research and Evaluation at the University of North Carolina, Greensboro.

7.   Kentucky Component of CATS   Sue Rigney

Chairperson Anne Keene focused the Council's attention on naming the Kentucky component of CATS. Anne clarified the various parts of CATS which includes:
   1. Norm Reference Tests
   2. Kentucky component
   3. Portfolio component-writing and alternate
   4. Non-cognitive
   5. Arts Performance
   6. Longitudinal measures

Possible titles were listed: Kentucky Education Assessment and Accountability Test; Kentucky Core Content Test; Kentucky Assessment; ASK Assessment for Students in Kentucky; Test of Core Content; Commonwealth Core Content; and Commonwealth Assessment of Core Content. Discussion followed.

SCAAC Motion:
Benny Lile moved to call the test The Kentucky Core Content Test. Bob Sexton seconded the motion. Anne Keene noted that using such a name would reflect the intention to use the Core Content as the basis for this assessment. Motion passed without opposition.

SCAAC Discussion:
Anne Keene focused the Council's attention on the NRT to be included in the

accountability index issues which KBE recently voted to include at some weight. Sue Rigney reviewed the tables which Rhonda Sims shared with the Council previously on the core content matching activity carried out by Kentucky teachers to see how well the bid NRT's matched Kentucky Core Content for Assessment. The two NRT were the CTB and Harcourt Brace Standford. Sue went over how the teachers documented their reviews of the items on both tests reviewed.

Anne Keene noted that initially there had been many hours of discussion on NRT. She asked if the Council wished at this point to make any changes in their decision on use of NRT for accountability.

John Stephens asked how such inclusion would drive instruction in the classroom. Roger Pankratz expressed his desire not to include NRT in accountability because of the security issue surrounding an NRT and the lack of match of items to Kentucky's Core Content for Assessment. Maynard Thomas asked if the Kentucky Board of Education had some rationale for their decision.

Anne Keene suggested that some working papers or other materials be provided for the Council's consideration. She requested that department staff provide such for the Council's next meeting.

Anne reminded staff of the November 9th work session.

Adjournment

SCAAC Motion:
Gary Mielcarek moved the Council adjourned. Motion was seconded by Roger Pankratz; the Council adjourned.